

ADMINISTRATIVE PROCEDURE NO. 504**ENERGY CONSERVATION****Background**

Conservation consciousness and conservation habits among all employees and students are actively promoted in all Divisional schools. The goal of which is to create energy efficient schools in which energy conservation practices are constantly applied, with frequent progress reports being made available to employees and students regarding program success. Any financial savings, which may result from any on-going energy conservation program, will be shared with the individual schools.

Procedures

The administration of the Division shall:

1. arrange for energy audits of all buildings, as necessary, develop needs assessments with respect to required energy saving equipment and recommend to the Board plans for equipment installation over time;
2. arrange for the installation of monitoring equipment, as annual budgets permit, so that in time energy saving equipment will be in place in all Divisional buildings, will function effectively, and will be monitored continuously;
3. appoint a Divisional coordinator whose responsibility it shall be to work with external consultants when necessary, as well as to organize staff in-services, staff information exchange, and staff orientation with respect to the total district energy conservation program; and
4. keep the Board informed as to the progress of energy conservation program implementation.